



Indiana Election Division

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Election

The Newsletter of the Indiana Election Division
2002 Fall Edition

Express

2002 Duplicate Elimination Project Comes to a Close

The 2002 Duplicate Voter Registration Elimination project has come to a successful finish. We thank every staffer in every county for their efforts to make Indiana's voter registration rolls more accurate and to reduce election expenses. Bear in mind that as some cards continue to trickle from voters those cards will be forwarded on to all the appropriate counties.

The final report for this project as provided to the Election Division by Quest Information Systems, Inc. includes some very interesting statistics about the project:

- 219,916 duplicate voter registrations identified, up from under 200,000 in 2000.
- Only 545 of these duplicates had bad addresses that prevented mailing cards to that address, down about 75% from 2000.
- 103,567 cards were not responded to, almost the same as in 2000. That's a little less than the total number of registered voters in Vanderburgh County.
- 92,989 cards were "Returned as Undeliverable" – that's up from 66,000 in 2000. These registrations can be cancelled after two elections unless there is voter activity. For comparison, the 92,000 figure is about the same as the total number of registered voters in Monroe County.
- 22,435 responses authorized old registrations to be cancelled now. That's as if every voter in Huntington County cancelled his or her registration today.
- Countless: the number of hours spent by county voter registration offices to painstakingly process these changes.
- Limitless: our thanks for your ongoing efforts to do the tedious, frustrating work every day to improve Indiana's voter registration records. Thanks again!

What's Different?

Remember those comics that had two very similar but not identical drawings, and you had to spot the differences between the two? You could play a game like that with the new federal voter registration form that has been recently released by the Federal Election Commission. This red, white, and blue print version example, with the map showing "Woodchuck Road" is actually an unchanged design, but the

instructions that have been revised and updated.

The FEC anticipates that there may be some more changes to the form required by federal law in the near future, so this version is not being widely printed. Instead, you can download it from the FEC website at www.fec.gov/votregis/vr.htm.

December 2002 Election Conference News

Thanks to so many of you for responding with your conference registration form! If you haven't done so yet, please take a moment to fill out and fax back the conference registration form below.

Budgeting note: We have been advised by the Downtown Marriott that as of December 1, 2002, the State hotel room tax rate has increased to 12%. This will result in a slight increase in the amount of your hotel room bill. If you need a revised number for budgeting purposes or have other questions regarding this, please contact the Marriott directly at 317-822-3500, and ask for Gigi Clason, our conference Event Manager.

Monday, December 9 and Tuesday, December 10, 2002
The Indianapolis Marriott Downtown (350 West Maryland Street)
(on the south side of Washington Street, across from State Government Center South)

PLEASE NOTE:

- Conference registrations must be received by the Election Division no later than the close of business, Friday, November 1, 2002, to qualify for the regular registration rate for the conference.
- Registrations received after Nov. 1 are charged a \$50 late registration fee.
- No refunds for canceling conference registrations after November 8, 2002.
- Please print or type the names and titles of registrants. If you more than one person is attending from your office, please photocopy this sheet and attach the copies to this sheet.
- Return this completed form to the Election Division by FAX (317-233-6793) or by mail to 302 W Washington Street, Rm E-204, Indianapolis, IN 46204. If you are sending multiple registrations on separate pages, please indicate the total number of pages you're sending (marking "1 of 3" for example).

MARRIOTT HOTEL INFORMATION

- Room reservations are to be made directly with the Marriott by calling 877-640-7666. When calling, be sure to mention the "County Election Official Conference" to receive the low government rate!
- A room reservation that is not guaranteed by a credit card will not be held after 4:00 pm on the arrival day.
- Hotel check-in is 4:00 pm, Indianapolis time.
- Hotel check-out time is 11:00 a.m., Indianapolis time. If you need a later check-out, luggage storage is available from the Marriott.

2002 CONFERENCE REGISTRATION FORM

County: _____

Name and Title: _____

Mailing Address: _____

City and ZIP: _____

E-mail (if available) _____

Total Due: \$150, plus \$50 late registration fee if applicable: \$ _____

Payment method (circle one): Check Purchase Order

The Conference Agenda: Your Input Welcome

December's Election Administrator's Conference will provide an opportunity for everyone to get up-to-speed on many aspects of election administration. We plan to present information about the upcoming 2003 city and town elections. We will also be talking about issues that have come to the forefront recently, such as voting by disabled persons and new federal election legislation.

But there are plenty of other election issues that we could talk about, so we want your input to help decide whether a workshop or a session for the entire group is the best forum to discuss these topics, or whether some should wait for another year.

How will we do that? Why not an election? We've listed some proposed 12 conference topics below with, of course, a space for write-ins. Please rank these topics based on your own preference for what would be useful information for you, with 1 being most useful, and 12 being least useful.

Fax this back to us by October 18. We'll tabulate and announce the results, and develop the agenda accordingly. We want to make the election conference as useful as possible to you, and appreciate your help in doing so!

Possible December 2002 Election Conference Topics

Please Rank 1-12 and Return by Fax

- _____ Absentee Ballots both at the polls and at the courthouse
- _____ Basic Election Administration- an overview for the new clerks and CEB members, or helpful refresher for anyone
- _____ Campaign Finance Administration- reporting and enforcement
- _____ Candidates- disclaimer, "put-up or shut-up," "sore loser," related issues
- _____ City and Town Elections
- _____ County Election Board- Open Door Law, candidate and CFA disputes
- _____ Disabled Voters and Polling Place Accessibility
- _____ Election Forms- an overview of state election forms
- _____ Officeholders- Dual lucrative office issues, residence disputes
- _____ Poll Worker Recruitment and Training
- _____ Voter Education and Outreach
- _____ Voter Registration Administration- including list maintenance
- _____ Other _____
- _____ Other _____



What Ya Got Cookin'?

Don't read this article if you haven't had lunch yet. Several conference attendees (you know who you are) have asked about the menu for our conference meals. We've arranged for some great meals, and since we won't be doing the cooking, they should even be tasty:

Monday morning

Continental Breakfast

Monday Awards Luncheon

Tossed salad, Chicken Florentine: chicken breast with pine nuts, spinach, feta and parmesan cheeses, served with fire roasted red pepper sauce and chef's choice of potato, rice, or pasta, with vegetable, white chocolate raspberry cheesecake, with blueberry garnish.

Tuesday morning

Assorted muffins, danish, croissants, and bagels, with regular and flavored cream cheeses; scrambled eggs, country pork sausage, breakfast potatoes.

And the Award Goes To....

When we gather for the Election Conference, it is appropriate to look to the future and to celebrate past accomplishments. At the Awards Luncheon, we will again recognize outstanding achievements in Indiana's election community. Please take a moment to consider whom you would nominate to receive the following awards, and include a sentence or two to tell us why.

The Marlene Sutton Memorial Award

This award is given to the individual whose outstanding career embodies the example of the late Johnson County Circuit Court Clerk: leadership, strength, and determination, coupled with friendliness and service to others.

NOMINATION: _____

The Circuit Court Clerk of the Year Award

This award is given to the circuit court clerk whose dedication to the election process reaches beyond local boundaries to help election officials in other counties and throughout Indiana by working for improvements in election administration.

NOMINATION: _____

The Voter Registration Official of the Year Award

This award is given to the voter registration official whose service rises above the challenges posed by budget constraints and complex statutes to ensure that both the right to vote and the integrity of elections are protected.

NOMINATION: _____

The County Election Board Member of the Year Award

This award is given to the county election board member whose service embodies bipartisan cooperation in the administration of the election process, and whose achievement is to represent one political party, while serving all county voters.

NOMINATION: _____

The County Election Employee of the Year Award

This award is given to the employee of a county election (or voter registration) office, whose creativity and innovation makes us all look good. The recipient of this award is often an "unsung hero" whose behind-the-scenes contributions deserve recognition.

NOMINATION: _____

Please fax us your nominations by October 18. Thanks.

2002 General Election Paper Ballots

Thanks for your assistance!



It can be a sign that things are working well when you don't hear anything. That is true in the case of this year's statewide paper ballots. The total number of these ballots that we print at the state has continued to decline as more counties switch to newer voting systems. However, the design, ordering, proofing, printing, and delivery of these ballots are a big

project for us, just like they are for county officials across the state. We are grateful for your help in making this process go as smoothly as possible, whether you simply told us "No order this year", or whether you were ordering these ballots for the first time. We always do our best when we work together. Thanks again!

After November 5th...

We've been looking ahead to after this year's election and want to give you a heads-up about some of the questions you may face on the morning after.

If your margins are small, you may have questions about a recount or contest from a candidate or a political party official. Without going into a detail here about these very complicated legal proceedings, here are some basic ideas and suggestions.

- Before election day, take a look at the Recount Guidelines, found on our web page at <http://www.in.gov/sos/elections/voters/recount.html>. These are the rules that apply to the State Recount Commission if we have a recount or contest at the state level. The Recount Guidelines contain detailed procedures that apply to each voting system used in Indiana, so you can disregard some parts of this document that would not apply in your county. However, since state law (IC 3-12-6-21) requires that local recounts follow the state recount procedures to the extent that it is practical to do so, a local recount would be very similar to the process described in part of these guidelines.
- Just as with any lawsuit that might be filed with a circuit court clerk's office, advise a candidate or other interested party that you cannot provide them with legal advice, and that they should consider hiring an attorney to represent them in these complicated proceedings.
- Keep an eye on the clock. There are several filing deadlines related to recounts and contests that occur shortly after election day. Just as with candidate filings, you should alert staff members that there may be filings shortly before these deadlines, so that they are not caught by surprise when a breathless candidate runs through the door at 5 minutes 'til noon.

When the dust is settled, and the winner of each election has been decided, you may be asked for a certificate of election by the successful candidate. The set of election forms that you received at last year's election administrator conference will contain several of these certificates that you can use: the CEB-7, 8, and 16 for county officials, the CEB-17, 18, and 19 for township officials; the CEB-21 for school board; and CEB-32 and 33 for town officials are forms that you should use as certificates if these offices were on your ballot this year.

What about other officials, such as circuit court clerk, prosecuting attorney, county auditor, recorder, treasurer, sheriff, coroner, or surveyor? Since these offices are established in the Indiana Constitution, the candidates elected to these offices do not receive certificates from the counties. Instead, they are issued commissions, prepared by the Election Division, attested by the Secretary of State, and signed by the Governor. Under state law, the Election Division is required to mail commissions for these offices directly to the successful candidates by December 5, 2002.

If you have questions about the process after the election for recounts, contests, certificates, or commissions, please don't hesitate to contact us.

Questions & Answers

Q When we send out jury duty notices, sometimes the people who receive these notices write back that they are not residents of the county any more. Can we remove their names from the voter registration records?

A YES, If you have added a statement to the jury notice that specifically authorizes this voter registration to be canceled. During recent years, several counties have worked with their judges to add this statement to the jury notice. One example:

Do you reside in _____ County? Yes/No.

If no, do you authorize the cancellation of your voter registration in the county? Yes/No.

Having this specific statement from the voter before cancellation is critical. If you don't have specific authorization from the voter, you can't cancel the registration based on the jury notice. This would also apply if the Postal Service returns the jury notice as undeliverable. You need the voter's authorization before you cancel based on a jury notice. If you have not already done so, you may want to raise this question with your judges to see if they would be willing to revise the jury notice form to help with voter registration list maintenance in your county.

Q Can anyone assist a disabled voter inside the voting booth, or are only the precinct judges allowed to do that? Are there forms that must be filled out?

A In general, YES. A disabled voter can have ANYONE assist them in the voting booth if they wish. Two exceptions: the voter's employer (or union representative) cannot do so.

If a disabled voter brings someone with them to the polls for assistance, the person providing the assistance must fill out a PRE-3 form before the voter enters the voting booth. This form should be provided in all precinct form packets.

If the voter does not bring someone with them to assist, the voter can request that BOTH judges provide this assistance. The judges must fill out a PRE-3 form before the voter enters the voting booth.

If any voter enters a voting booth, and then requests assistance, no one is allowed to enter the voting booth at that point. Instead, the two judges may stand directly outside the booth and provide instructions to the voter without stepping inside. (See Indiana Code 3-11-9, page 335 of the 2002 Election Code, for more information).

Q Is an original voter registration application a public record? Can anyone inspect these originals and write down information from them, or make photocopies?

A YES. The original voter registration application is a public record. (Indiana Code 3-7-27-12).

The public records law does permit a county voter registration office to require two things before permitting an individual to inspect or make photocopies of these forms. First: the county voter registration office may require that the person making the request do so in writing, or on a form provided by the office. (IC 5-14-3-3(a)). Second: the office can require that the person pay any copying fee imposed by the county in accordance with state law (IC 5-14-3-8(d)).

Please note that an individual cannot be required to state the *purpose* for their request. However, since IC 3-14-6-2 makes it an offense to use "voter registration information... to solicit merchandise, goods, services, or subscriptions", you may wish to post a copy of that section (or make this information available in some other way). See page 508 of the 2002 Election Code.

Save VR Postage Costs

Over the last several years, the St. Joseph County Board of Voter Registration has fought back against rising postage costs. With the implementation of NVRA in the mid 90's, the office's annual postage budget doubled to \$8,800 in the 1996 presidential election year. Thanks to colleagues from Allen County, who shared information they received while attending a national conference, the St. Joseph County board cut postage costs to \$2,800 in the 2000 presidential election year. These savings allowed the Board to buy several new "card-veyor" systems, which store original voter registration cards in rotating trays.

Although Allen and St. Joseph Counties have large voter populations, there are some things that *any* county can use to reduce voter registration postage costs. These include:

- Meeting at least once a year with your local postmaster to establish regular communication. Don't be afraid to ask about ways to save money. St. Joseph County found local postal officials to be very interested in helping the county voter registration office spend its postage dollars wisely, and appreciated several useful suggestions that the postal officials made.
- Have follow-up meetings when postal rates or regulations change. St. Joseph County voter registration has an upcoming meeting scheduled to review bulk rate procedures with the postmaster.
- Ask about using post cards where possible instead of mailed envelopes.
- Arrange with the postmaster for your office to use the official "Election Mail" logo on its mailings. This can reduce delayed or lost mail. Here is a sample of the Election Mail logo:



Congratulations to our Prize Winning Election Officials

Laura Herzog of Hendricks County and Roberta Vierek of Lake County

At the 18th Annual August 2002 Election Center conference in balmy San Antonio, Texas, both Laura and Roberta presented *Best Election Practices* papers to several hundred election officials from across the United States.

Each year, election officials from every state are asked to put their best election ideas down on paper to share with their colleagues. The top three papers nationally were given awards at the San Antonio conference, with Laura and Roberta receiving an *Honorable Mention Certificate* and the opportunity to present their papers to conference attendees immediately after the top three winners.

Laura's presentation was entitled "How to Create and Maintain an Informative Website for \$154.30." Roberta's presentation was entitled "Traveling Board Outreach Program." We congratulate them both on their efforts and well-deserved recognition!

Looking Ahead to 2003

You may have been getting questions already about the 2003 city and town elections. (Dale's even received the first write-in candidate filing for the 2004 presidential election!) The 2003 Voter Guide and 2003 Election Calendar brochure (which includes the most important election deadline dates for next year) is already available on our website at <http://www.in.gov/sos/elections/publications/index.html>.

We have also finalized the procedures for precinct boundary changes that counties may wish to make changes to precinct boundaries after the November 2002 election and before January 2003. Most of these boundary changes may be to make the precinct boundaries used in next year's elections conform to the new city council or town council boundaries established by the cities and towns this year. You should have received a fax from us about this recently.

A Word from the Co-Directors

Spencer: Once again we will be presenting election night totals on our website. A good deal of people inside and outside the state look to our website on election night for their information. And all too often we end up with counties that do not fax us their results before they go home for the night leaving our website incomplete. Please keep our office and those who rely on our website in mind on election night and remember to fax your election night totals to our office before you leave for the evening. In the long run it will cut down on phonecalls to your office.

In other news, I am pleased to announce that Ms. Belvia Hiadari will be serving with the Election Division beginning September 30th through the end of the year as a part of her enrollment in the Governor's Fellowship Program. The Fellowship is a year long paid assignment of recent college graduates working for the Governor's office but serving in several state agencies over the course of the year. Belvia is an Indianapolis Native and 2002 Graduate of Butler University with a B.A. in Political Science and Journalism. She has served as Class Secretary at Butler, an intern in Indianapolis Mayor Bart Peterson's office, and just completed her first rotation of the Fellowship with the Governor's Residence and the Indiana 2016 Task Force. We expect Belvia to be of great assistance as we go through the General Election and prepare for our December conference. We also hope to give her an understanding and appreciation for election administration and voter registration. Welcome, Belvia!

Brad: It's that time of year again, but with a twist. With fall arriving, we have the first hint of leaves changing color (more because of drought than cooler temperatures, some people say), but we also have the remnants of a hurricane showing up on our southern doorstep dropping buckets of rain. That's just like our general election season. It comes almost every year, more or less the same, but there can be strange, unexpected twists that leave you wondering what's going on. Just remember that we will be here to help, both on Election Day, and before, to help you when those unexpected things happen in the election process. Don't be shy about calling us. As you've heard me say before, *"It's the folks that don't call who worry us."* We're here to help! Wishing you the best.



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